

**McHenry County**  
**Department of Planning & Development**

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**SUBMITTAL CHECKLIST:**  
**RESIDENTIAL ROOFTOP SOLAR**

**GENERAL PROCESS INFORMATION**

In order to review your residential rooftop solar application, the following documents and information are required. If the information is not provided, then permit application will not be accepted.

**SUBMITTAL CHECKLIST**

- ☐ Completed "PERMIT APPLICATION FOR RESIDENTIAL ROOFTOP SOLAR".
- ☐ A site plan conveying the scope of work and existing structures. See the Site Plan Checklist.
  - Provide a plat of survey, if available.
- ☐ Two (2) sets construction documents. The drawings shall clearly convey the proposed scope of work with enough detail to determine compliance with the codes. Construction documents generally consist of but are not limited to:
  - Architectural plans and specifications, code compliance plan/legend(s), foundation/basement plan, floor plan(s), roof plan, elevation views, and detailed section(s). Equipment details, including but not limited to, panels, racking, inverters, optimizers, cable specifications, routing information, and location of the equipment.
  - Illinois licensed engineer stamped report that shows 115 mph wind design and 30 psf ground snow load.
- ☐ Provide the interconnection agreement.
  - Developers of principal use solar energy systems connected to the utility grid must provide written authorization from the local utility company acknowledging and approving such connection, prior to building permit issuance.
- ☐ Copy of the roofer's State of Illinois roofing license if there are alterations to the roof.
- ☐ Provide the interconnection detail information (ComEd email version).
- ☐ Payment of the initial review fee; a non-refundable fee due at application that is 25% of total permit fee.
  - Anything paid above 25% of the total permit fee will be refundable.
  - Permit fees are calculated in accordance with the current [Fee Ordinance](#).
  - Credit / debit, check, or money order accepted. Cash is not accepted.

**PERMIT PROCESS NOTES**

- All parties are responsible for ensuring the project complies with the development and building codes.
- Historical permit records can be located through the electronic records search.
- Notary service is available at the Department of Planning and Development.
- For additional information about the review process, see the Office Review Checklist and On-Site Inspection Checklist.